

## Procedural changes smooth way for UCC

Legal changes in centralized filing of UCC agricultural liens and farm-related security interests have produced procedural changes and questions. The following tips and information may be helpful to filers and searchers.

- County filings remain effective until they automatically lapse or are terminated.
- If the initial financing statement does not need to be amended or continued, there is no need to transfer it to the state.

• Things to remember when transferring files to the state by amending or continuing filings originally filed in the county:

1. Copies of the file should be certified by the circuit clerk.
2. Copies and file marks should be legible.
3. All copies should be on 8½ X 11 paper.
4. If the initial financing statement is more than five years old, it must also include a filed continuation statement.
5. All amendments and continuations should be accompanied by a properly completed continuation statement.

• Things to remember when using the online system to file these documents:

1. Upload copies right side up, not upside down.

2. Enter the initial financing information first, and then upload the initial financing statement (UCC-1). If there is an amendment, enter the amendment information next, and then upload amendment (UCC-3).
3. If the initial financing statement is over five years old, it must also include a filed continuation statement.
4. Verify that all subsequent filings (UCC-3) relate back to the initial financing statement (UCC-1).
5. The certification is only required to be uploaded once with the initial financing statement. The certification does not need to be uploaded with each subsequent filing.

Online filing system users must first establish a subscription account with the Information Network of Arkansas.

Lapse dates of all filings are calculated from the original date of filing, not from the last date of continuation.

Persons wishing to search for UCC filings on agricultural liens and farm-related security interests will need to search both the county and state records until the transition period is complete – at least until December 31, 2015, in most cases.

You may direct questions to Business and Commercial Services by telephone at 501-682-3409, toll-free 1-888-233-0325 or online at [www.sos.arkansas.gov](http://www.sos.arkansas.gov).



*Secretary of State Charlie Daniels*

Your business needs are always a priority here at the Secretary of State's Office. The first quarter of the year is sure to be consumed with making sure franchise taxes are paid on or before May 3.

Normally these taxes are due on May 1, which falls on Saturday this year, so all business owners have until May 3 to make payments. The most expedient way to pay taxes is through our online system at [www.sos.arkansas.gov](http://www.sos.arkansas.gov), which will process timely payments up until midnight on May 3.

I encourage all business owners with questions or concerns about their businesses to contact our office immediately to avoid the last minute rush.

You can find a complete list of International Student Exchange Visitor Placement Organizations (ISEVPO) on page 3, or by visiting our website. I am pleased to announce 16 companies have met all qualifications for placement and registration of international students in Arkansas schools.

## SCORE provides free business counseling at BCS

The Secretary of State understands that starting a new business can be a daunting task. To ease that task, SCORE counselors will again be available from 10 a.m. to 11:30 a.m. at the Business and Commercial Services (BCS) offices every Friday through June.

From July to December, SCORE is available only one Friday a month in the BCS office to help guide entrepreneurs in the right direction.

SCORE, a partner of the Small Business Administration, is a national association  
*See SCORE, page 2*

*(See LETTER, page 2)*

**Business and Commercial Services****Frequently Asked Questions****Q. What does “not current” or “revoked” status mean on your website?**

**A.** “Not current” means the company has failed to submit the proper paperwork or monies due on a company within a certain tax year. “Revoked” means statutory requirements were left unresolved with the Arkansas Secretary of State’s office after the calendar year’s end.

**Q. How does a company reinstate its corporate charter from “not current” or “revoked” status back to good standing?**

**A.** Most problems with a company’s status can be corrected by submitting the necessary paperwork and/or fees through the website. The status will be automatically updated online the next business day. Entities may also submit the proper paperwork and fees by mail or in person.

**Q. Why are insurance companies’ registered agents not listed online?**

**A.** Insurance company registered agents are listed by the Arkansas Insurance Department. You may contact that office for registered agent information, or go online to the Arkansas Insurance Department’s website, [www.insurance.arkansas.gov](http://www.insurance.arkansas.gov),

for information, or call 501-371-2600 or toll-free 800-282-9134.

**Q. How can I change the address where the tax report is mailed?**

**A.** This information should be submitted on company letterhead and signed by a corporate officer and mailed to our address, or you may update the information on our website.

**Q. How do I submit a change of my registered agent information to your office?**

**A.** This change can be filed online, or the necessary forms may be downloaded from our website. There is no charge for this filing.

**Q. The nonprofit report form requests one of the governor’s signatures. Does this mean the Governor has to sign this form?**

**A.** In this case the term “governor” refers to one of the corporate officers of the company.

**Q. My company no longer wishes to conduct business, or plans to stop doing business within the state. What do I need to do?**

**A.** The company – whether foreign or domestic – must be properly

withdrawn or dissolved with our office. All the entity’s franchise taxes must be current. A final report form and fees must be filed along with the proper dissolution or withdrawal form. All forms are available for download on our website but must be submitted by mail.

**Q. My company did not conduct business last year. Do I still owe franchise taxes?**

**A.** Yes, the company must file franchise taxes on or before the due date regardless of profit or activity. Only dissolving a corporation stops franchise tax liability.

**Q. I have had changes within the company structure since I filed my original articles. How can I make these changes with your office?**

**A.** Any changes within the company structure that were listed in the original articles can be updated with an amendment. This change can be filed online, by mail or in person.

Have a question? E-mail BCS at [arkansascorporations@live.com](mailto:arkansascorporations@live.com) or [corporations@sos.arkansas.gov](mailto:corporations@sos.arkansas.gov).

**LETTER, continued from page 1**

Most of the questions surrounding the new UCC Agricultural and Farm-related liens have been resolved. The new process of filing with the Secretary of State’s Office began January 1. However, if you find yourself unsure of something, please call for clarity.

If you haven’t had the opportunity to enroll in one of our Notary Seminars, I invite you to do so this spring. The schedule is inside this issue. We continue to offer onsite private seminars, free of charge, for groups of 10 or more.

As always my staff is available to assist you with all your business needs.

**SCORE, continued from page 1**

devoted to helping entrepreneurs form and grow small businesses.

Contact BCS at 501-682-3409 or toll free 1-888-233-0325 if you have questions about the Friday SCORE schedule.

SCORE helps small business owners build and manage successful businesses nationwide. For more information about an Arkansas SCORE chapter near you or to contact SCORE mentors, visit [www.score.org](http://www.score.org).

**Small Business Counseling Schedule**

March 5	May 7
March 12	May 14
March 19	May 21
March 26	May 28
April 2	June 4
April 9	June 11
April 16	June 18
April 23	June 25
April 30	



# NOTARY CORNER

## Spring 2010 notary seminars begin March 10

It's back. From March through May, Business and Commercial

Services staff will again be touring the state providing free notary public education seminars. Little Rock seminars will continue through June.

Check the schedule below to see which seminar will be right for you. Required preregistration is available online at [www.sos.arkansas.gov](http://www.sos.arkansas.gov), by calling 501-682-3409 or toll free 888-233-0325, or by e-mailing [arkansascorporations@live.com](mailto:arkansascorporations@live.com).

Electronic registrations will be confirmed by e-mail, which will include specific location information and other details.

The Secretary of State's office also offers special-request notary seminars for groups of 10 or more. We have provided this training on-site for

financial institutions, government agencies and other organizations. To request a seminar at your location, use the contact information included here.

Upcoming sessions include:

### March

- 10 – Little Rock 9 a.m.  
Little Rock 1 p.m.
- 11 – Mena 3 p.m.
- 12 – Hot Springs 9:30 a.m.  
Arkadelphia 2:30 p.m.
- 15 – El Dorado 4 p.m.
- 16 – Texarkana 9 a.m.
- 25 – Jonesboro 3 p.m.
- 26 – West Memphis 9 a.m.  
Forrest City 1 p.m.
- 29 – Monticello 3 p.m.
- 30 – Pine Bluff 9 a.m.  
Stuttgart 2 p.m.

### April

- 8 – Rogers 10 a.m.
- 9 – Fayetteville 10 a.m.
- 14 – Little Rock 9 a.m.  
Little Rock 1 p.m.
- 22 – Fort Smith 3 p.m.
- 23 – Russellville 9:30 a.m.  
Conway 1:30 p.m.

### May

- 10 – Harrison 3 p.m.
- 11 – Mountain Home 10 a.m.
- 12 – Little Rock 9 a.m.  
Little Rock 1 p.m.

### June

- 9 – Little Rock 9 a.m.  
Little Rock 1 p.m.

## Student placement organizations register under new ISEVPO law

Starting this year, organizations that place foreign exchange students in Arkansas schools must be registered with the Arkansas Secretary of State.

The law, Act 966 of 2009, became effective Jan. 1, 2010.

The following list of organizations have been registered and approved to place students in Arkansas schools for the upcoming 2010-2011 academic school year:

AFS USA, *St. Paul, Minnesota*

American Cultural Exchange Services, *Little Rock, Arkansas*

AYUSA International, *San Francisco, California*

Center for Cultural Interchange, *Chicago, Illinois*

Council on International Educational Exchange (CIEE), *Portland, Maine*

Cultural Academic Student Exchange, Inc. (CASE), *Middletown, New Jersey*

EF Educational Foundation for Foreign Study, *Cambridge, Massachusetts*

Face the World Foundation, *Novato, California*

International Experience USA, *Eden Prairie, Minnesota*

International Fellowship, *Westfield, New York*

International Student Exchange, Inc., *Babylon, New York*

Pacific Intercultural Exchange U.S.A. Inc., *San Diego, California*

South Central Rotary Youth Exchange, Inc., *Little Rock, Arkansas*

Student American International, Inc., *Murrells Inlet, South Carolina*

United Studies, Inc., *Hot Springs, Arkansas*

Youth For Understanding USA, Inc., *Bethesda, Maryland*

For more information on these organizations, please contact BCS by calling 501-682-3409 or toll-free 1-888-233-0325, or visit our website, [www.sos.arkansas.gov](http://www.sos.arkansas.gov).



## ATTENTION ARKANSAS CORPORATIONS:

## 2010 Annual Franchise Tax Reporting Deadline – May 3

Prepare and update your 2010 Franchise Tax Report at

**WWW.SOS.ARKANSAS.GOV**

- ◆ Easy & Convenient ◆ Pay by Credit Card or e-Check
- ◆ Batch Filing Option ◆ View Past Online Reports ◆ Download Forms

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A message from

**Secretary of State Charlie Daniels**

Business & Commercial Services Division

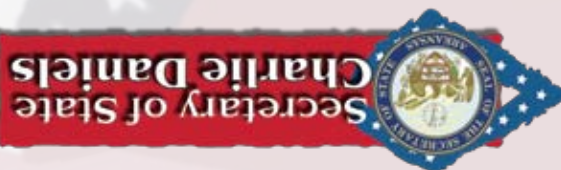
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